Exhibitor Technical Manual – 66th International Astronautical Congress

ICC Convention Center, Jerusalem

Israel

October 12 – 16, 2015

IAC 2015 Congress – Exhibitor Service Manual

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SET UP & DISMANTLING

Congress Name: The 66th International Astronautical Congress

Congress Dates: October 12 – 16, 2015

Web Site: www.iac2015.org/

Congress Venue: ICC Convention Center, 1 Shazar Boulevard, PO Box 6001, Jerusalem 9106001

Tel: 972-2-655-8558, **Fax**: 972-2-537-6448;

Web: http://iccjer.co.il/

Exhibition Set up and Congress Schedule

Date	**Hour**	**Set up**
October 8 (Thursday)	12:00-20:00	All deliveries must be arranged and booked via Hermes • Set-up – for all stands / Build up
October 9 (Friday)	07:00-18:00	All deliveries must be arranged and booked via Hermes • Set-up – for all stands / Build up
October 10 (Saturday)	08:00-18:00	Set up - Build up - **No deliveries of Hermes**!
October 11 (Sunday)	08:00-18:00	All deliveries must be arranged and booked via Hermes • Build up and final decoration • All empty cases must be moved no later than 12:00 • Cleaning from 13:00
	Exhibition Hours	
October 12 (Monday)	11:00-18:00	
October 13-15 (Tuesday-Thursday)	09:00-18:00	
October 16 (Friday)	09:00-14:00	
		Breakdown
October 16 (Friday)	15:00-18:00	Return of empty cases and dismantling
	18:00-22:00	Dismantling - Inside the halls
October 17 (Saturday)	08:00-16:00	Dismantling - Inside the halls
	18:00-24:00	All vehicles must follow loading time slot via Hermes All goods must be moved out from the venue

- **During set-up days, trucks / heavy duty vehicles can unload the equipment at the designated area in the ICC convention center only after arranging their time slot via Hermes.**

CONGRESS GENERAL INFORMATION

Early Bird Rates

Exhibitors, which will order their booth services by September 10th, 2015, will save up to 20% in their services fees.

Important Dates:

The following list outlines the services provided for the Exhibition. To provide an efficient and professional service to all exhibitors, all order forms, or arrangements must be completed by the deadline date listed below. On-site orders will be subject to increased charges, and are not guaranteed to be available.

Deadline Date Services Provided Return From / To: Tuesday, September 10th, 2015

Discount Deadline for Sukonik Ltd. orders received with payment Tuesday, September 10th, 2015

Direct Shipments to arrive at Exhibit Site - Sunday, October 11th, 2015 - last date for courier deliveries to arrive at Exhibit Site - by 12:00.

Cargo Deadlines

Goods covered with ATA CARNET/ Final importation

Sea freight to Haifa Port – 10 working days prior to the requested delivery date to stand.

Airfreight to Tel-Aviv Airport – 7 working days prior to the requested delivery date to stand.

Shipments under Temporary Importation

Accompanied with a Proforma invoice – 13 working days prior to the requested delivery date to stand. Late arrival surcharges of 35% will incur for cargo arriving after the deadline. We cannot guarantee delivery on time for late arrival shipments.

Exhibition Documents

We highly recommend using an ATA Carnet for goods under Temporary importation. Temporary import under Proforma invoice –is subject to Bond fee 1.70% from CIF value, minimum €170.00. Issue temporary importation - Shipments under temporary importation – Proforma invoice must be sent minimum of 7 working days in advance of the cargo's arrival. **Do not send goods prior to Hermes' confirmation. Communication equipment, medical equipment, computers or other electronic equipment and textiles require an import license. Receiving an import license can take 2-3 weeks.**

SERVICE PROVIDERS

IAC 2015 organizers - Registration and Exhibitor Staff Badges

Paragon Group
Phone: +972-3-576-7712 or + 972-3-576-7717
Fax: +972-3-576-7712
E-mail: mmadai@paragong.com

Customs Brokers -Shipment and material handling

Hermes Exhibitions & Projects
Contact: Mrs. Zehavit Akerman
Phone: +972 8 91466382
Mobile: +972 52 5114982
Email: zehavitak@hermes-exhibitions.com

Congress Services Contractor - Electrical Services

Sukonik Ltd.
Contact: Mr. Dany Sukonik
Phone: +972-3-6830044
Web Site: http://www.sukonik.net/index.php?lang=en
E-Mail: dany@sukonik.net

Safety Engineer -

It is the responsibility of every exhibitor to send a booth layout showing exact measurement and height of the designed booth to the organizers and receive an approval no later than **August 15, 2015**.

B-Safe
Contact: Mr. Ami Badash
Email: info@b-safe.org
Phone: 972-3-5325575
Fax: 972-3-7449398
Mobile: 972-50-9110707

Food & Beverage
Crown Plaza Hotel
1 Shazar Boulevard, PO Box 6001, Jerusalem 9106001
Tel: 972-2-655-8558
Website: http://iccjer.co.il/Index.aspx?l=2
Contact: Mr. Moshiko Zukerman - Groups, Events & Conference Manager
Email: jm_evtmg@aihsil.com

Cleaning Services
Paragon Group-ICC convention Center
Contact: Mr. Matan Madai
Tel: 972-9-9591035
Email: mmadai@paragong.com

Floral
Arterra
Tel: +972-8-9420015
Email: info@arterra.co.il
Website: www.arterra.co.il

Audio Visual
Simul Ltd.
Contact: Yossi Ben-Simon
Tel: +972-8-9228889
Mobile: +972-52-2800066
Email: yossi@simul.co.il
Website: http://simul.co.il/v3/eng.htm

Internet connections
Contact: Mr. Matan Madai
Tel: 972-9-9591035
Email: mmadai@paragong.com

BOOTH SPECIFICATIONS & EXPOSURE

Exhibit spaces will be sold as 3 Meters x 3 Meters areas and multiples thereof.

Larger island and peninsula booths will be outlined in the exhibit hall with floor tape only. The exhibit hall floor is not carpeted. The IAC Congress strongly recommends that each booth space have appropriate floor covering. Carpet is available for rent; please contact **Sukonik Ltd** for further details.

All furnishings, signs, plants will be at the responsibility of the exhibitor. Sukonik Ltd. has a wide selection of services available including hard wall packages and custom exhibits.

Exhibitor Staff Badges - Exhibitors Receive:

- Three Exhibitor passes for the first 9 square meters of space rented
- Two additional passes for each additional 9 square meters

Congress Exposure and activities:

- Exhibitor Guide – company profile
- Hyperlink on the IAC 2015 Congress app and in other electronic media
- Access to the Opening Ceremony
- Access to the Welcome Reception
- Access to the Exhibit Area and all General Congress Areas

Exhibitors will NOT receive:

- Access to the technical, plenary and highlight lectures

Important - Exhibitors Events:

- Exhibitors will not allow holding events during the plenaries program. Please see below further details related to the plenaries hours :
    - 08:30 - 09:30 - Morning plenary
    - 13:30 - 14:30 - Noon plenary
    - 17:45 - 18:45 - Afternoon plenary

Booth & Waste Disposal

Due to recycling, we don't have large waste containers. There will be a regular waste disposal during the exhibition. Please do not leave any iron parts or other waste/scrap at your booth to avoid supplementary charging of waste disposal fees. If you like to leave your booth behind as a waste you must coordinate it prior the congress with Sukonik Ltd. at dany@sukonik.net

VISITING ISRAEL AND VISA APPLICATION

Israel has visa exemption agreements with many countries – for visits of up to 90 days. Please check whether you need to obtain a visa to visit Israel (http://www.iac2015.org/hotels/visiting-israel-and-visa-application/). It is important to emphasize that the exemption applies only to visas for visits and to passports (not to laissez passer).

Please note that the grant of a visa by the State of Israel to a person bearing a foreign passport (national or official), does not necessarily imply recognition of the authority or entity that issued such passport. Note that documents must always be sent to Israeli missions via registered mail. Payment by bank draft is acceptable; payment by personal check is not.

- B/2 Visitor's visa

A B/2 visa is granted to someone who wishes to stay in Israel for only a short time (for a visit, tourism, a business meeting or study in a Hebrew ulpan). A person who enters Israel on a B/2 visa is not allowed to work in the State of Israel.

A B/2 visa is valid for up to three months from the date of issue. The duration of the stay in Israel will be determined by the Border Police. A visitor who wishes to extend his visit may submit an application at one of the regional population administration offices of the Ministry of the Interior.

The process to be handled at the mission:

- Presentation of a travel document that is valid for at least six months beyond the period of the stay in Israel
- A completed and signed application for a visa to enter Israel
- A photocopy of the applicant's travel document
- Proof of the applicant's sufficient financial means for the visit to Israel
- Order for round trip airline tickets to and from Israel
- Two passport pictures
- Payment of the fee

Please note:

1. The consul may request additional documents.

2. Since the fee is collected for handling the application, it will not be refunded to the applicant if the visa is not issued for any reason.

CONGRESS SUPPORT SERVICES

Accommodation

Your Hotel Reservation is not included in your Exhibitor Registration.

All reservations can be made online via IAC 2015 website, which allows you to make your hotel booking easily and efficiently. We strongly encourage you to book your accommodations through the official hotels. To book your rooms please visit the following link: http://www.iac2015.org/program/hotels-2/

Amendments and Additional Regulations

Any booth design or requirements other than those specified in this service manual, must be presented in writing in advance to Congress Management for approval and can be overruled by Matan Madai, the Sponsorship & Exhibition manager for IAC 2015 .All displays and exhibits must be finished on all sides and surfaces. If such surfaces remain unfinished at the start of the Congress, Congress Management may authorize Sukonik Ltd. to effect the necessary finishing, and the Exhibitor will be required to pay all costs involved. Displays and exhibits shall not be placed in such a manner as to interfere with other exhibits. **Always refer to your Exhibitor Agreement for details, rules and regulations.**

Booth Maintenance

Exhibit booths must be maintained in a neat and tidy condition at all times. Empty coffee cups, dirty plates, and other unsightly garbage detract from the exhibit area in general and individual booths in particular.

Cancellation

Sukonik: Adjustments to your invoice will not be made after the close of the Congress. Some items and services are subject to cancellation fees. Refer to each order form for full details.

Competitive Events

Events that distract from the IAC 66th Congress are strictly prohibited.

Courier Deliveries / Loading Docks

Please note: Loading and unloading of materials via the main entrance of the convention center is prohibited. All material must be delivered and/or received through the designated loading areas and must be fully coordinated with Hermes Exhibitions & Projects Ltd.

Damage

The LICENSEE and their service providers agree to indemnify and hold the LICENSOR harmless from and against all claims, demands, charges, losses or damages arising or alleged to arise directly, indirectly or incidentally by reason of any act, omission or operations of the service provider, its officers, employees, agents or anyone for whom the service provider is legally responsible.

Distribution

The distribution of any samples, literature or promotional materials for a non-exhibiting company without a contract to exhibit at the Congress is expressly prohibited without the prior written consent of IAC. This rule does not apply to exhibiting publishers who distribute their own magazines, which contain non-exhibitor advertising. Displays, distribution or soliciting is not permitted outside of the Exhibitor's assigned booth space and must be confined to the booth interior. Any literature distributed outside of the Exhibitor's assigned booth space in public areas will be discarded immediately.

Electrical

Sukonik Ltd. is the sole electrical supplier for IAC. Sukonik will manage all **power, lighting, rigging, and hanging needs**. All electric requirements must be arranged via Sukonik Ltd.

Insurance

Organizers are responsible for third party insurance, as per the standard procedures at the exhibitions. Exhibitors are advised to purchase insurance policies to insure their equipment from theft/damage as well as third-party lawsuits during the exhibition.

Internet Access

Further information under the Services Providers section

Regulations - Safety and Security

Emergency exits, stairs and fire prevention points in the event of an emergency are marked. Blocking or preventing accessibility to the emergency exits and/or passage-ways and/or fire prevention points is prohibited. Any damaged or unapproved electricity connections are prohibited. Each electrical connection must be approved by a certified electrician of the ICC. Please be careful of unidentified objects and items in your booth/exhibit space and its surrounding. Report immediately to the security personnel at the entrance. Lighting fire or candles in the hall/lounge is prohibited. Hanging curtains and screens is prohibited without an authorization regarding fire prevention. Unapproved curtain will be dismantled.

Restrictions and Decorations

Maximum booth height allowed:

- Marquise E – 2.3 Meters
- Marquise G – 3 Meters
- Zone I – 5 Meters
- Zone J – 4.3 Meters
- Zone K – 4.3 Meters
- Zone L – 4.3 Meters
- Zone M – 2.3 Meters
- Zone N – 3 to 6 Meters- for more information please approach the exhibition manager

Hazardous Displays

No hazardous displays of any nature are permitted. This includes open flames, hot coal, flammable liquids toxic liquids or gases, hazardous chemicals, etc. or any hazardous liquid, solid or gas of similar nature.

Food and Beverage

Sample food or beverage products may not be distributed or sold by sponsoring organizations except with written authorization by the ICC Convention Center.

For the food & beverage services, please contact with Mr. Moshiko Zukerman at:

Crowne Plaza Hotel, Mobile: 972-50-9828009; Email: jm_evtmg@aihsil.com

Carpet

The exhibit halls are not carpeted. The IAC Congress strongly recommends that each booth space have appropriate floor covering. Carpet is available for rent; please contact Sukonik Ltd.

Weight Restrictions

Exhibit material must not exceed 500 Kg per 1 sqm

On-Site Exhibitor Inquiries and Concerns

All Exhibitor Inquires and Concerns related specifically to the exhibit floor will be directed to the Exhibition Manager, Mr. Matan Madai.

Security

General 24-hour security will be retained for the duration of the exhibition. Security's primary function is to ensure that only authorized people have access to the official exhibition events. The ultimate protection of the exhibitor's property rests with the exhibitor. Therefore, admission by badge only is strictly enforced.

Although reasonable means will be taken to safeguard property when the exhibit area is closed, IAC and the ICC cannot assume responsibility for any exhibitor property that is lost or stolen.

Signage

Hanging of any materials from the ceiling is strictly **prohibited** without pre-authorization from Congress Management. No signs or decorative materials may protrude into the aisle, or into neighboring booths. No obstructions may be placed in any aisles, passageways, lobby or exits leading to any fire extinguishing appliances.

Social Events

Exhibitors receive access to the Opening Ceremony and Welcome Reception. All other events will need to be purchased through registration. To see all social events and tours please visit the following link: http://www.iac2015.org/social-events/

Material Handling

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event. Please refer to the Hermes Exhibitions & Projects forms.

Onsite Handling

Due to security considerations as well as insurance and organizer policies, Hermes is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue. Please note that companies, stand builders and PR companies may make their own arrangements for delivery and retrieval of goods directly to and from the warehouse/venue entrance.

Booth & Waste Disposal

Please do not leave any iron parts or other waste/scrap at your booth to avoid supplementary charging of waste disposal fees. If you like to leave your booth behind as a waste you must coordinate it prior the congress with Sukonik Ltd. at dany@sukonik.net

ENGINEERING AND SAFETY REGULATIONS

Fire safety

- No flammable or explosive artifacts are permitted in the exhibit booth.
- The use of machines or exposed fire sources is prohibited, as well as the use of open fire.
- In the event that condensed hydrocarbon gas is used, the system will be checked to verify it complies with the Israeli standard. The exhibitor will submit a certificate issued on his behalf by a grade-2 gas technician.
- In any case, no condensed gas tanks will be placed in the exhibition space.
- Use of flammable decorations is prohibited.
- Carpets and other fabrics placed in the booth or around it will be fire resistant or sprayed with a fire delaying material in accordance with Israel Standard no. 5093 for fabric flammability.
- A booth that contains high flammable objects such as furniture, paper, wood or textiles will be equipped with fire extinguishers. Their location will be determined together with the exhibition's safety consultant.
- Access to the electric panel closets, fire extinguishing closets, fire extinguishers and all other permanent fire extinguishing equipment in the exhibition area must remain clear, even if the equipment is located within the exhibition space.

Railings/level differences

- Any place with a difference in height exceeding 50 cm, is required to have a railing to prevent the visitors and exhibitors from falling.
- The height of the railing must be at least 105 cm and the distance between its verticals will not exceed 10 cm.
- The railing will be installed in accordance with the Israeli standard for railings.

Openings

- All entrances and emergency exits will remain clear of any object or obstacle.
- No equipment will be placed so it blocks access to these openings.
- Locking the booth openings is absolutely prohibited.

Passages

- Width of passages in which the visitors travel between booths will be at least 220 cm.
- No equipment will be placed so it blocks these passages.
- No chairs or tables shall be placed in these passages.
- When designing a booth with a controlled entrance, you need to take into account that the visitors will crowd the entrance and therefore, the exhibitor need to allocate an additional space where visitors may gather so they do not block the entrance and interfere with the circulation of the other visitors in the hall.

Anchoring

- It is prohibited to use the floors, walls, columns or ceiling in hall for anchoring purposes.
- In any case there is need for an exception to this directive; the exhibitor needs to submit a request to the exhibition management in order to receive an advanced approval to perform such anchoring.
- The provisions for receiving an approval for such exception lay in restoring the condition to its original state after the show is over.

Closed booths

- Booths with closed rooms will maintain the following safety measures:
  - Dual purpose emergency lighting of 1 watt per m2 needs to be installed
  - Proper exit doors need to be installed
  - Standard illuminated “Exit” signs need to be installed

Machines

- Machines operating as part of the exhibit will be protected so they do not cause damage to the visitors.
- The machine operators need to verify that visitors do not have access to any moving or dangerous parts.
- To prevent fingers or clothing articles from getting caught in the machine, proper fencing needs to be installed around all machine parts.
- Every active machine or moving parts need to be approved by a mechanical engineer.

Electricity

- Electric contractors employed in installing the electric systems in the booths must carry proper licenses for all type of jobs performed, all in accordance with the electricity law.
- Electric contractors will comply with all orders and directives of the electric law as well as those issued by the Israel Electric Company.
- After completing the installation of the electric system, it needs to be checked by a certified inspector on behalf of the exhibition management. Any defect found during inspection will be repaired by the exhibitor on his own expense.
- Connecting the electric system to the main power source will be executed only after all system normality approvals were issued by the certified inspector.

Safety in work during build up and dismantling of the booth

- All safety working procedures must be maintained during the erection of the booths. Work will be according to the labor laws and safety in work orders.
- The exhibitor will coordinate the works between the various contractors erecting and dismantling the booth. He will verify no worker is hurt due to unfamiliar work performed by a different contractor.
- When working at a height exceeding 200 cm, all proper safety measures accustomed during working in heights must to be observed.
- No children are permitted to enter the booth during the erection and dismantling works.
- It is prohibited to block passages or exits during the erection and dismantling works.

Approval

- Each booth will be inspected by the exhibition's safety engineer.
- The booth will be approved for operation only if found it complies with all safety regulations and all certificates were submitted.
- The exhibition organizers may erect a temporary partition around a booth that was not approved for operation, or dismantle and remove it from the exhibition grounds. The exhibitor will bear all dismantling, removing and storage costs.
- We will highly appreciate if you were to treat this document with full seriousness and understanding.
- These directives are intended so you and the visitors can enjoy a safe and quiet exhibit.

For more information on technical issues concerning the booth structure, please contact with:

B-safe Engineering and Safety
Mr. Ami Badash
Email: ami@b-safe.org
Tel: +972-3-5325575
Mobile: +972-50-9110707

Shipping - Documents and Cargo Deadlines

Goods covered with ATA Carnet/ Temporary Importation/ Final importation

- **Sea freight** to Haifa Port – 10 working days prior to the requested delivery date to stand.
  Due to holidays we highly recommend4 that ocean freight will arrive no later than September 24th.
- **Airfreight to** Tel-Aviv Airport – 7 working days prior to the requested delivery date to stand. Due to holidays we highly recommend that ocean freight will arrive no later than September 27th.

Exhibition Documents

All documents must be sent by email prior to departure to Israel Min 5 working days
Do not send goods prior to Hermes' confirmation.

Remarks

Communication equipment, medical equipment, computers or other electronic equipment and textiles require an import license. Receiving an import license can take 2-3 weeks. Do not ship the following!!! Tobacco, food & beverages, drugs

MOVE-IN-MOVE-OUT SCHEDULES

Move-In Schedule

Exhibits must be complete and ready for inspection by 16:00, Sunday October 11th, 2015. All empty crates and cartons must be removed from the exhibit floor and put in storage by that time. Exhibitors looking after their own empty crates/cartons must either store them within their booth or remove them from the building entirely.

Move-Out Schedule

Exhibits may not be dismantled before the official closing time of the exhibition at 15:00, Friday, October 16t, 2015. Exhibitors who dismantle early will face a surcharge of $250.00 and jeopardize their participation in next year's convention.

At the close of the Congress, packing crates will be returned to your booth from the storage area. Pack all small items in cartons, making sure they are well sealed, and label them for outbound shipment. Please note dollies will not be available for move out.

All exhibit material must be packed and removed from the floor area by 12:00, Saturday, October 17th, 2015. Exhibitors will be liable for all charges resulting from their failure to remove exhibit materials by the required time.

Contact Details

Hermes Exhibitions Ltd.
Contact: Mrs. Zehavit Akerman
Email: zehavitak@hermes-exhibitions.com
Telephone: +972 8 9146382
Mobile: +972 52 5114982

CATERING ORDER FORM (part 1)

Please return to: Crowne Plaza Hotel, Mr. Moshiko Zukerman, and Fax: 972-2-6588849;

Mobile: 972-50-9828009; Email: jm_evtmg@aihsil.com

Order should be sent up to 10 days prior to the date of delivery.

Company Name _____

Contact Person Name_____

Address_____ City_____

State_____ Country _____

Phone #_____ Fax #_____ Mobile #_____

Email_____

Date and Time of Supply_____

Contact on Site _____ Mobile _____

Exhibitor Booth #_____

Symposium time and location _____

I hereby wish to order the following:

Product #	Quantity	Price Per Unit	Total
Service Person			

18% VAT should be added to the above prices.

CATERING ORDER FORM (part 2)

Payment Details:

❑ Wire transfer to Bank Account. Details are –

Bank Name: Hapoalim
Bank Number: 12
Bank Branch Name: City Gates
Bank Branch Number: 698
Account Name: Holiday Inn Crown Plaza
Account Number: 398866
Swift Code: POALILIT

❑ Please charge my credit card, specify:

❑VISA ❑MASTERCARD ❑AMERICAN EXPRES ❑DINERS

Card №: _____ Expiry date _____

CVV at the Back of the card _____

Amount _____

Name of cardholder _____

Signature & Company stamp _____ Date _____

Terms of Cancelation:

Canceling the order 5 days or less before the date of delivery will be charged 50% of the total amount.

Canceling the order 72 hours or less before the date of delivery will be charged 100% of the total amount.

CLEANING ORDER FORM (part 1)

Please complete the following information and return to the Exhibition Coordinator:

Paragon Group
Mr. Matan Madai
60A Medinat Hayehudim St.
4676652 Herzliya, Israel
Tel / Fax: 972-9-959-1035
Email: mmadai@paragong.com

Company Name	
Contact Name	
Booth area	
Booth No.	
Email	

Rate - The rate for one cleaning hour is **30 Euro**. The minimum order is 4 hours.

Price Per Hour	Total Hours	Total Days	Dates	Total Cost
€ 30				

Sub-Total:_____

Total Paid_____

Please note that On-Site Orders will be subjected to +25% for the internet service.

CLEANING ORDER FORM (part 2)

Name of Company: _____

- **Credit Card:**

Credit card no.: _____

Expiry Date: _____ Type of Card: _____

Name of card holder: _____

- **Bank Transfer:**

Details will be available in the invoice

Bank charges are the responsibility of the payee.

Signature and company stamp..... Date.....

Cancellation policy

All orders must be prepaid in Full. On site rates will take effect within 14 days prior to the event move-in (+25%). No cleaning will be done prior to the congress opening on the dates required.

Cancellations will be accepted in writing only. A cancellation notice which must be received no later than 1 October 2015 will be subject to a 50% cancellation fee. Any cancellation notice received after 1 October 2015 will be subject to a 100% cancellation fee.

INTERNET ACCESS FORM (part 1)

Exhibitor can purchase a daily / weekly internet connection for their booth. Please see below additional information:

1. LAN kit (Wired connection is per device per day) at a cost of € 325 per day**.** This service provides Internet access at a bandwidth of 2/2 MB per connection.

2. WIFI user (Per device - per day) at a cost of € 105 per day. This service provides Internet access at a bandwidth of 2/2 MB per connection.

Type	Price	Company Name	Booth Area	Dates	Total Days	Total Cost
LAN Kit	**€ 325** (per day)					
Wi-Fi User	**€ 105** (per day)					

Sub-Total:_____

Total Paid_____

INTERNET ACCESS FORM (part 2)

Name of Company: _____

- **Credit Card:**

Credit card no.: _____

Expiry Date: _____ Type of Card: _____

Name of card holder: _____

- **Bank Transfer:**

Details will be available in the invoice

Bank charges are the responsibility of the payee.

Signature and company stamp..... Date.....

Cancellation policy

All orders must be prepaid in Full. On site rates will take effect within 14 days prior to the event move-in (+25%). No cleaning will be done prior to the congress opening on the dates required.

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